

**304 JOB QUALIFICATION REQUIREMENTS FOR CASH COLLECTION AGENT**

NAME: \_\_\_\_\_

RATE/RANK: \_\_\_\_\_

This page is used as a record of satisfactory completion of the Job Qualification Requirements (JQR) for Cash Collection Agent. Only specified supervisors may signify completion of requirements either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

**QUALIFICATION RECORD**

Trainee has been indoctrinated in this JQR and given a target completion date of \_\_\_\_\_.

Signature \_\_\_\_\_  
(Supervisor)

Date: \_\_\_\_\_

Trainee has completed all requirements for this Job Qualification Requirement. Recommend designation as a qualified Cash Collection Agent (JQR-304).

RECOMMENDED \_\_\_\_\_  
(Supervisor)

Date: \_\_\_\_\_

RECOMMENDED \_\_\_\_\_  
(Division Officer)

Date: \_\_\_\_\_

RECOMMENDED \_\_\_\_\_  
(Department Head)

Date: \_\_\_\_\_

RECOMMENDED \_\_\_\_\_  
(Commanding Officer or Designated Representative)

Date: \_\_\_\_\_

Service Record Entry \_\_\_\_\_

Date: \_\_\_\_\_

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### 304 JOB QUALIFICATION REQUIREMENTS FOR CASH COLLECTION AGENT (CON'T)

Estimated completion time: 8 weeks

Total points this workstation: 100

#### 304.1 PREREQUISITES

For optimum training effectiveness, the following JQR items should be completed prior to starting your assigned tasks but must be completed prior to final qualification.

##### 304.1.1 Fundamentals From This JQR:

101 Safety Precautions

Completed \_\_\_\_\_ 10 points / 10% of Workstation  
(Qualifier/Date)

102 Security

Completed \_\_\_\_\_ 10 points / 10% of Workstation  
(Qualifier/Date)

106 Cash Collection Agent

Completed \_\_\_\_\_ 10 points / 10% of Workstation  
(Qualifier/Date)

#### 304.2 TASKS

For the tasks listed below:

- a. What are the steps of this procedure?
- b. What are the reasons for each step?
- c. What control/coordination is required?
- d. What safety precautions must be observed?
- e. What parameters/operating limits must be monitored?
- f. Perform/simulate this task IAW NAVSUP P-487.

##### 304.2.1 Maintain cash register record. (3 times)

\_\_\_\_\_  
(Signature) (Date) (Signature) (Date) (Signature) (Date)

##### 304.2.2 Maintain cash receipt book for deposits. (3 times)

\_\_\_\_\_  
(Signature) (Date) (Signature) (Date) (Signature) (Date)

##### 304.2.3 Collect cash/sales. (3 times)

\_\_\_\_\_  
(Signature) (Date) (Signature) (Date) (Signature) (Date)

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304.2.4 Deposit collection. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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304.2.5 Maintain security. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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304.2.6 Prepare cash sales invoice. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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304.2.7 Prepare Cash Receipt Certificate NAVCOMPT Form 2114. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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304.2.8 Operate coin sorter/wrapper machine. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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304.2.9 Replace detailed tape. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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304.2.10 Prepare Overring/Refund Voucher NAVSUP Form 972. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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304.2.11 Handle cash rebate checks. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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304.2.12 Prepare Collections/Disbursement Voucher Standard Form 1034. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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304.2.13 Enter cash/sales in ROM. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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### 304 JOB QUALIFICATION REQUIREMENTS FOR CASH COLLECTION AGENT (CON'T)

304.2.14 Prepare remittance to contractor for amusement machines. (3 times)

\_\_\_\_\_  
(Signature) (Date) (Signature) (Date) (Signature) (Date)

Completion of 304.2 area comprises 40 points / 40% of workstation.

#### 304.3 INFREQUENT TASKS

For the infrequent tasks listed below.

- a. What are the steps of this procedure?
- b. What are the reasons for each step?
- c. What control/coordination is required?
- d. What conditions requires this infrequent task?
- e. Perform or simulate this task IAW NAVSUP P-487.

304.3.1 Handle uncollectible checks. (3 times)

\_\_\_\_\_  
(Signature) (Date) (Signature) (Date) (Signature) (Date)

304.3.2 Handle health and comfort issues.

\_\_\_\_\_  
(Signature) (Date)

304.3.3 Handle Bulk Sale.

\_\_\_\_\_  
(Signature) (Date)

304.3.4 Handle foreign currency.

\_\_\_\_\_  
(Signature) (Date)

304.3.5 Process deficit of change funds.

\_\_\_\_\_  
(Signature) (Date)

304.3.6 Prepare change fund for monthly audit. (3 times)

\_\_\_\_\_  
(Signature) (Date) (Signature) (Date) (Signature) (Date)

Completion of 304.3 area comprises 10 points / 10% of workstation.

304.4 ABNORMAL CONDITIONS – None to be discussed.

### **304 JOB QUALIFICATION REQUIREMENTS FOR CASH COLLECTION AGENT (CON'T)**

#### **304.5 EMERGENCIES**

For the emergency conditions listed below:

- a. What indications and alarms are received?
- b. What immediate action is required?
- c. What are the probable causes?
- d. How does this emergency affect other operations/equipment/watchstations?
- e. Perform or simulate the immediate action for this emergency condition IAW NAVSUP P-487.

##### **304.5.1 Break ins.**

\_\_\_\_\_  
(Signature) (Date)

##### **304.5.2 Incapacitated collection agent.**

\_\_\_\_\_  
(Signature) (Date)

Completion of 304.5 area comprises 10 points / 10% of workstation

#### **304.6 ON THE JOB TRAINING**

Work as cash collection agent under qualified supervision.

Normal Operations: (10 times)

\_\_\_\_\_  
(Signature) (Date) (Signature) (Date) (Signature) (Date)

\_\_\_\_\_  
(Signature) (Date) (Signature) (Date) (Signature) (Date)

\_\_\_\_\_  
(Signature) (Date) (Signature) (Date) (Signature) (Date)

\_\_\_\_\_  
(Signature) (Date)

Completion of 304.6 area comprises 5 points / 5% of workstation.

#### **304.7 EXAMINATIONS – (Optional except as required by TYCOM/ISIC, etc.)**

##### **304.7.1 Examination – Pass a written examination.**

\_\_\_\_\_  
(Signature) (Date)

##### **304.7.2 Examination – Pass an oral examination board.**

\_\_\_\_\_  
(Signature) (Date)